


FROM	NAME & TITLE	Micah W. Payne, Engineer II	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Department of Transportation Transportation Engineering and Construction Division 417 E. Fayette Street – Room 737		
	SUBJECT	STREET LIGHTING ENERGIZATION PROCESS FOR ALL DOT CAPITAL IMPROVEMENT PROJECTS		

TO

DATE:

April 30, 2012

To all Department of Transportation personnel:

The following protocol has been established by the Department of Transportation's TEC - Street Lighting section. It has been created to establish the process by which street lighting energization is to be handled, as well as establish the responsibilities of people involved in this process. This process is to be followed for all DOT Capital Improvement projects.

If you should have any questions, please do not hesitate contact me at 410-396-6946, or if you prefer via email at: micah.payne@baltimorecity.gov.

cc:

Mr. Eric Barger
 Mr. Suresh Bhatt
 Mr. Kenith Ching
 Mr. Bimal Devkota, P.E.
 Mr. Eugene Elias
 Mr. Kirk Gabriel
 Mr. Brent Hooper
 Mr. Richard Hooper
 Mr. John Kutz
 Mr. Alvaro Lozano, P.E.
 Mr. Jamie McDonald, P.E.
 Mr. Rick McGraw
 Mr. Tom Pompa
 Mr. Idris Shahid
 Mr. Carlos Vidal, P.E.
 Mr. Scott Weaver
 Mr. Roy Weil

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STREET LIGHTING ENERGIZING PROCESS FOR DOT CAPITAL IMPROVEMENT PROJECTS

- A. Baltimore City Street Light Engineer will be primary contact for new lighting work.
- B. 30% Preliminary plans to be submitted for review. Comments are addressed as needed.
- C. 65% Semi-Final design stage:
 - Consultant shall perform a photometric study based on the foot candle requirement.
 - Light locations are typically finalized during the development of 65%, Semi-Final plans. TEC PM must place a written request to the BGE Outdoor Lighting Designated Representative to clarify the origin for the electrical circuit feed(s) to be used for the project. If the existing street lighting infrastructure is to be impacted and/or modified by the proposed improvements, a field inspection and condition survey is required.
 - Comments are addressed as needed after the agency review stage.
- D. 95% Final plans distributed to all agencies for review.
 - TEC PM must place a written request to the BGE Outdoor Lighting Representative for cost estimate for the construction services required from BGE. A force account is established by TEC PM and it is included in the Engineer's Estimate.
 - Comments are addressed as needed agency review stage.
- E. 100% PS&E plans submitted, approved, and advertised for construction.
- F. After Award to the Contractor, contract documents to be distributed to all agencies involved with lighting. Electronic copies are to be sent to BGE and DOT Maintenance Department (hard copies to be sent only by request).
 - Baltimore City Street Light Engineer to generate a request letter (BCR Letter) with final light locations and forward to Maintenance Division and BGE-Lighting as NTP.
- G. Baltimore City Construction Manager will be the primary contact for BGE-Lighting for work once the design has been completed.
 - Construction Manager will notify BGE-Lighting at time of pre-construction meeting to submit their work schedule.
 - Construction Manager to maintain coordination between BGE-Lighting and contractor for BGE's services during construction.
 - Construction Manager will notify BGE when the project is approximately 8 weeks from completion (installation of poles and conduit).
 - PWI III will verify that the conduit, hand boxes and street lights are properly installed. Construction Manager will notify BGE that the lights are ready to be energized. An inspection report from the Conduit Division is needed as verification.
 - BGE will release project to construction for scheduling.
- H. BGE to install cable and energize street light circuit.
- I. Upon verification of energizing of lights, Construction Manager is to inform DOT Maintenance and schedule for a night field inspection of the new lights and existing lights modified and/or impacted according to the BCR letter.
- J. DOT Maintenance Division to provide Construction Manager with written report of the night inspection.
- K. DOT TEC Division to correct any deficiencies.